



# TOWN OF VERNON

## Office of the Mayor

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**Daniel A. Champagne**  
Mayor

**Michael J. Purcaro**  
Town Administrator

**Dawn R. Maselek**  
Assistant Town Administrator

## RISK MANAGEMENT ADVISORY COMMITTEE SPECIAL MEETING

### MINUTES

MARCH 12, 2019

7:00 PM

VERNON SENIOR CENTER  
135 BOLTON ROAD  
VERNON, CT

RECEIVED  
VERNON TOWN CLERK  
19 AUG - 5 AM 8:30

The March 12, 2019 meeting of the Risk Management Advisory Committee was held at the Vernon Senior Center, 135 Bolton Road, Vernon, Connecticut. The meeting was called to order by Chairman John Morrisette at 7:27 PM. Unfortunately, the Committee did not have a quorum so the group proceeded with discussion only. The following members were present: Chairman John Morrisette, Dawn Maselek Assistant Town Administrator, Chris Wardrop of USI Insurance and Michael Purcaro, Town Administrator. The following members were absent: Bill Gilson, Paul Jonas, Fred Padget, Thomasina Russell and Rob Grasis, WPCA Director. The following items were distributed for discussion. Chapter XV of the Vernon Town Charter; List of Appointed and Elected Officials, Town Council Resolutions establishing the Risk Management Committee in 1984 and 1986. Draft Fitness Policy, Medical Clearance Forms, New Member Registration and Informed Consent. All draft documents were reviewed by the group.

No members of the Public attended.

Minutes for December 11, 2018 will be reviewed at the next meeting. No vote taken.

Risk Assessment Tracking was discussed. A suggestion was made by John Morrisette that perhaps the Town should consider baby steps in this regard. Michael Purcaro shared some of the areas Risk Management is tracked presently. The Town has implemented a policy that parking up close to the Town Hall on the Annex side is no longer allowed during winter months due to the snow sliding off the slate roof. Cameras and additional security measures have been implemented across the board including the Board of Education, eventually all employees will use the same security system townwide to enter buildings.

A discussion took place relative to the positive changes in the Town's liability insurance rates. The Town has a wonderful working relationship with CIRMA and USI. Health insurance was also discussed and the progress in the coming months. More to come as our negotiations continue.

Fox Hill Tower renovations/upgrade was discussed. Voice over IP is in the works as the Town expands its fiber loop.

The Library is continuing to integrate into the Town's policies and procedures. The phone and information technologies are being brought over to the library and services are being added, improved and more publicly shared with press releases and a new newsletter.

Senior Center Fitness Center is making progress. Distributed earlier in the meeting were draft documents to review by the Risk Management Committee. The importance of these documents was discussed. Meetings have been set up with various individuals and organizations to bring efficiencies into the Center in the area of fitness. The Athletic Director, and the YMCA among others are being consulted to get the best possible Center. More to come.

Next Meeting is June 10, 2019 7:00 PM at the Waste Water Treatment Facility, Windsorville Road, Vernon.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Diane Wheelock". The signature is fluid and cursive, with the first name "Diane" and last name "Wheelock" clearly legible.

Diane Wheelock  
Recording Secretary